



## STATE COMPENSATION INSURANCE FUND CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	STATE COMPENSATION INSURANCE FUND	<b>RELEASE DATE:</b>	Friday, August 14, 2009
<b>POSITION TITLE:</b>	Assistant Chief Counsel, CEA	<b>FINAL FILING DATE:</b>	Friday, September 4, 2009
<b>CEA LEVEL:</b>	CEA 5	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,544.00 - \$13,381.00 / Month	<b>BULLETIN ID:</b>	05222009_4

### POSITION DESCRIPTION

An Assistant Chief Counsel, State Compensation Insurance Fund (Career Executive Assignment, Range V), plans, organizes, directs, coordinates and reviews the work of a major legal section of the State Compensation Insurance Fund; acts as legal advisor to top management; assists in the preparation of legislation and represents the State Fund before the Legislature; formulates legal policy; and participates as a member of top management in setting the Legal Department's goals, policies and guidelines and in preparing the Legal Department Program Plan.

The Assistant Chief Counsel's responsibilities include reviewing litigation against State Fund and coordinating the defense of such litigation, working on or chairing legal projects, and participating in hiring and developing staff.

An Assistant Chief Counsel operates under the general direction of a Chief Counsel (C.E.A. V) or a General Counsel.

**LOCATION:** Assistant Chief Counsel positions may be located in State Fund legal offices throughout the State of California.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**SPECIAL REQUIREMENTS**

Candidates must have active membership in The State Bar of California with broad and extensive experience in the practice of law (more than five years legal experience acquired after admission to The Bar).

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

To be qualified for this position, candidates must possess proficient knowledge of workers' compensation laws, regulations, trends, practices, and the California Labor Code, as well as sufficient knowledge of the organization, mission and statutory environment of the State Compensation Insurance Fund, in order to function effectively in a position that works closely with and supports top management of the State Fund organization.

In appraising education and experience, in addition to the minimum qualifications listed above, weight will be given to the following Desirable Qualifications:

(1) Experience at a supervisory and/or management level in State Compensation Insurance Fund or a comparable insurance-related agency or organization, including knowledge of workers' compensation, current management principles and practices, and demonstrated ability to plan, direct, coordinate and review the work of a program consisting of professional legal staff and other civil service employees. (2) Breadth and variety of experience as an attorney, attorney supervisor and/or contractor of attorneys, in the research and analysis of workers' compensation-related issues and in presenting and resolving workers' compensation cases in the California Supreme Court, courts of appeal, the Workers' Compensation Appeals Board (WCAB) and the California state Legislature. (3) Ability to act as legal advisor to top management, including the ability to formulate legal policy and to initiate and recommend strategic changes impacting the program and the organization, in order to meet competitive demands and corporate objectives and values. (4) Ability to defend State Fund against fraudulent activities.

Qualified candidates should also have ability/experience in the following areas: (1) Supervision/management of personnel, including training and development, timely evaluation, and the ability to promote a success-oriented, accountable work environment. (2) Demonstrated leadership and management ability, particularly in the areas of workers' compensation litigation; corporate, transactions and civil litigation, subrogation, public records or privacy. (3) Ability as a team member to assist and support top management in achieving the mission and goals of the State Fund, including work on special projects, task forces and committees. (4) Experience in preparing an annual operating budget and in planning, developing, implementing, and evaluating a program to achieve corporate and program objectives through effective use of available resources. (5) Ability to apply the highest legal and ethical standards in all areas of responsibility, including the creation and maintenance of a safe workplace, maintaining the assets of the State Fund, and application of the laws, rules and guidelines of civil service and Equal Opportunity in management and employment.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

*The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:*

To be considered for this position, in addition to the Standard State Application (Form 678), each candidate is required to submit a STATEMENT OF QUALIFICATIONS responding to specific questions about his/her background, knowledge, skills and abilities and how they meet the minimum qualifications and desirable qualifications. The Statement of Qualifications is due by the Final Filing Date for this examination and must include a detailed discussion of the following critical factors:

(1) Describe your ability and experience in planning, organizing and directing and leading a program or unit of employees that includes legal professionals. Include in your description the function of the unit and the number and levels of subordinates. (2) Describe examples of your personal leadership ability, including techniques of organizing and motivating groups and/or employees and your ability to deal effectively in complex situations with a variety of individuals and organizations. (3) Describe an experience that demonstrates your active participation as a team member to support top management in meeting the mission and goals of the legal department of a large and complex agency/organization. (4) Describe your knowledge and experience as an attorney in pursuing and/ or defending difficult, sensitive, and/or significant cases in the field of workers' compensation insurance. (5) Describe an experience that demonstrates your qualifications as an attorney, attorney supervisor, or contractor with other attorneys, in which you represented an agency or organization and defended its interests in a legal setting. (6) Describe an experience that demonstrates your experience as a legal advisor to top management, including the evaluation, recommendation, and implementation of policies, procedures, guidelines and recommendations, in compliance with legislative, regulatory and industry requirements and corporate objectives. (7) Describe an experience that demonstrates your ability to plan, develop, implement and evaluate a unit or program to achieve corporate and program objectives through effective use of available resources. Please include any experience you have in preparing program plans and annual operating budgets. (8) Describe an experience that demonstrates your ability to manage personnel in a State or other civil service environment, including the ability to foster and maintain a work environment that is free of discrimination and harassment and that supports Equal Opportunity laws, rules and guidelines.

## **FILING INSTRUCTIONS**

THE STANDARD STATE APPLICATION (Form 678) may be accessed and submitted electronically ONLY via the State Compensation Insurance Fund website, [www.scif.com/careers](http://www.scif.com/careers), under "Exam Info - Current Exams." Applications may also be submitted by U.S. Postal Service or in person.

Candidates may submit the STATEMENT OF QUALIFICATIONS either in person, by U.S. Postal Service, or by e-mail ([lscairn@scif.com](mailto:lscairn@scif.com)). Candidates who do not submit a Statement of Qualifications by the Final Filing Date will be disqualified.

## **Interested applicants must submit:**

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than six (6) pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

STATE COMPENSATION INSURANCE FUND, Human Resources  
P. O. Box 420807, San Francisco, CA 94142-0807  
Linda Cain | (415) 565-1180 | [lscairn@scif.com](mailto:lscairn@scif.com)

**ADDITIONAL INFORMATION**

SYSTEM ID NUMBER (State Fund Human Resources use only): 30241KP

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COMPENSATION INSURANCE FUND reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>